

RFP Project Timeline

	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10
Clarify the business need, Conduct market research, Ask the right questions										
Determine the right procurement method										
Develop RFP/RFI/RFQ (Business owners and agency procurement team)										
Submit specifications to OA for review										
Solicit bids										
Set calendar appointments to review bids										
Evaluate bids										
Award RFP										
Develop and Administer Contract										